

**Round Lake Library Board of Trustees Meeting
July 9, 2014
Round Lake Village Hall – Community Room**

Trustees Present: Nancy Theissen, Alyse Peterson, Deb Albrecht, Bill Ryan, Lance Spallholz (acting Secretary), Jean Sweet, Craig Warner

Associate Trustees Present: None

Absent: None

Excused: Heidi Parker, Danielle Rigney, Angela DeMeritt, Ann Watson

Director: Jennifer Hurd

Public: None

Presenters: Sara Dallas, Director of SALS arrived at 7:30

Quorum Present.

Call to Order

The meeting was called to order by Nancy Theissen at 7:00 pm.

Minutes Approved

Motion to approve the minutes of June 10, 2014 was made by Bill Ryan, seconded by Craig Warner. All in favor.

President's report

Nancy reported on Nelson Beebe's report on bookkeeping procedures. Nancy said a report on the checking account is coming. There is some concern about backing up of the library PC at the Malta Branch. Password lists are now kept by both Deb and Nancy so that access can be made.

Nancy is now signing off on the account reconciliations. She reports that the records are in good order and that the report went to Kevin King. The suggestion is made that we include a "reserve" category line in next year's budget.

Budget Review

It was announced that Senator Farley was providing the library with a \$7500 grant. This is above the usual money from the State.

The budget review shows that we are above 100% spending in the software line but is explained by recent expenditures. Motion to accept the report was made by Deb Albrecht and seconded by Craig Warner. All in favor.

Director's Report

Jennifer reviewed her monthly report pointing out that there are summer reading programs for tots, teens and adults. The new bags have been well received and she is hoping to have more available. The Library Website is up and running and apparently is back to its previous functionality.

Library Statistics

The library statistic reports were reviewed.

Sara Dallas, Director of SALS

Sara Dallas makes an annual visit to all of the 34 member library of SALS to report on SALS activities and to answer concerns of the member libraries.

She reports that there is a Joint Automation cooperative between SALS and MVLS which is paid for by a fee paid based on circulation and the size of a library's collection.

SALS supplies four basic services to its members; Polaris – the automation service, delivery of books and materials, continuing education and consulting and its technology services.

Library patrons are able to fill out a “satisfaction survey” online at the SALS website.

There are competitive grants available to library and there is a current state construction grant that is about to close.

State Senator Marchione is providing a \$1300 Special Bullet Aid Grant and the LLSA is expecting about \$3840 this year.

Discussion of the Employee Handbook

A copy of the Employee Handbook as revised had been distributed via email to the Board members. There was favorable discussion to the revisions. A question was raised about including specific information to employees about SEFCU enrollment.

It was decided that a “New Hire Handout” be developed so that specific and current information can be given to employees in that fashion.

Motion to accept the revised handbook was made by Bill Ryan and seconded by Deb Albrecht. All on favor.

The question arose about an employment verification policy which is not covered in the handbook. It was decide to add a statement that the RLL will confirm only employment dates to those that make valid requests.

2015 Budget Process

Nancy passed out a budget review sheet she had developed to guide the budget process. A budget committee of Nancy, Craig and Lance will meet Wednesday, August 6 at 6:30 pm at the Malta Branch to put together materials for the Board of Trustees for the August 12th meeting.

Book Sale

The library book sale will be run August 8, 9 and 10. Contact Diane Shapiro.